

## **DOCUMENT 1D**

### **SERVICES TO CALIFORNIA DEPARTMENT OF CORRECTIONS (CDC)**

#### **PAROLEE SERVICES**

1. Parolee Services Network (PSN) is funded with State General Fund (SGF) money from the California Department of Corrections (CDC) through an Interagency Agreement with the Department of Alcohol and Drug Programs (ADP). Participating counties cannot rollover unspent project funds. Participating counties must return to the State all unspent funds and all funds disallowed for reimbursement. The final allocation for each PSN County will be determined based on the annual County Cost Report.
2. Although these funds are distributed to the counties through the Negotiated Net Amount (NNA) contracts, they are subject to additional requirements established by CDC and ADP as specified in this document and in the PSN Policy Guidelines, forwarded annually by ADP to participating counties.
3. To ensure full expenditure of the PSN allocation by the CDC, ADP has the authority to redirect funds from one county to another and make permanent changes to the amount allocated to each county. ADP will monitor county expenditures at mid-year and advise any county that has not spent 50 percent of the allocation that a redirection of funds may occur for the current fiscal year. ADP has the discretion to determine that such reallocation is permanent.
4. Counties who receive PSN funds must annually submit the Work Plan by the date specified by ADP, and referenced in Document 1F "Requirements for Data by Date". The Work Plan will list the providers, the treatment modalities, unit of service by modality and provider and the maximum allowable rate per unit of service by modality and provider based on the allocation. Upon approval by ADP, the County shall incorporate the Work Plan terms into the NNA contract. Each County's NNA contract must conform to the terms and conditions of the approved PSN Work Plan.
5. Counties will be reimbursed with PSN funds for administrative costs associated with the project to the maximum amount approved in the Work Plan, and based on an amount annually by CDC and ADP.
6. Each County must have an approved PSN Work Plan before the entire NNA Contract can receive final approval from ADP. No PSN funds shall be advanced to a County before approval of the PSN Work Plan.

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7. Counties will not be reimbursed for PSN services provided prior to the approval of the PSN annual Work Plan, unless otherwise authorized by CDC and ADP.
8. Settlement of PSN final costs will be determined consistent with the NNA cost report. Counties are allowed to use SGF Discretionary funds only to cover costs that exceed the maximum PSN unit rate for services. In no instance will PSN funding be approved for a unit cost greater than that in the approved Work Plan, nor greater than the actual cost per unit as claimed in the County's Cost Report. In no instance will CDC funds be approved for treatment services for parolees that are not eligible PSN clients.
9. Counties must submit the Monthly Activity Report, as referenced in Document 1F. Additionally, counties must submit data as specified in the Work Plan Policy Guidelines, and as requested by CDC and ADP when needed to document program accountability.
10. Counties are required to establish contracts, either directly or by subcontract, only with treatment providers selected through a competitive bid process every three years. County operated programs are exempt the bid process. The bid process will establish the providers, the modalities, and the maximum cost per unit by modality and provider for the next three years (36 months). The unit cost of service in the County's Work Plan and NNA Contract for each provider must be consistent with the provider's bid rate. The 36 month unit rate also applies to county operated programs. The competitive bid process may occur prior to three years, if approved by CDC and ADP. Counties are expected to comply with additional competitive bid process requirements as established by CDC and ADP in the annual Work Plan Policy Guidelines.
11. To ensure maximum use of CDC resources, the county is responsible to monitor program spending, provider utilization and redirect allocated funds between approved providers as needed. Redirection of funds by the County must have prior approval of ADP and be incorporated into a revised County Work Plan and NNA contract.
12. PSN counties are responsible to ensure compliance by treatment providers (including subcontractors) with program requirements, including applicable CDC treatment standards, through their contract monitoring mechanisms, and to present documentation of compliance as requested by ADP in the County Monitoring Review.

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**FEMALE OFFENDER TREATMENT PROJECT**

1. Counties participating in the Female Offender Treatment Project (FOTP) must submit, for approval, the County Work Plan form package entitled "Female Offender Treatment Project, County Work Plan". This package is forwarded under separate cover to participating counties.
2. The Female Offender Treatment Project County Work Plan and the NNA contract will be consistent in FOTP allocation, unit cost and units of service by modality.
3. Participating counties must submit the monthly Activity Report in compliance with the requirements of Document 1F "Requirements for Data by Date".
4. Participating counties must monitor utilization rates for project services and redirect allocated funds between approved providers, as needed, to maximize use of the FOTP allocation. Redirection of funds by the County must have prior approval of ADP and be incorporated in a revised County Work Plan and NNA contract prior to implementation.
5. Participating counties are responsible for contract monitoring, coordination of services and data collection, as referenced in the Policy Guidelines Letter. This letter is forwarded to the participating counties under separate cover.
6. No funds may be used for County administrative costs.